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May 13, 1992

**BY HAND DELIVERY**

Richard G. Reid, Esq.  
Assistant General Counsel  
Philip Morris Inc.  
120 Park Avenue, 23rd Floor  
New York, New York 10017

**Record Retention Legal Summary Chart**

Dear Richard:

Enclosed please find the legal summary chart we have prepared for Bill Lynch's use. Please note that this chart does not set out all retention requirements in existence, nor does it reflect all retention requirements that relate to Philip Morris. The chart sets out those categories of records maintained by departments in the New York World Headquarters that presently have been assigned records retention periods based, at least in part, on legal requirements.

I look forward to discussing this chart at our meeting this Friday, May 15. In the meantime, if you have any questions please do not hesitate to contact me.

Best regards,

*Arthur J. DeBaugh*  
Arthur J. DeBaugh

630/6445

cc: Ray V. Hartwell, III, Esq.

